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# **NATIONAL LABOR RELATIONS BOARD'S**

## **HONORS PROGRAM**

### **APPLICATION FOR LAW STUDENTS FULL-TIME GRADUATE LAW STUDENTS AND JUDICIAL LAW CLERKS**



This booklet contains a three-page application for the National Labor Relations Board's Honors Program and instructions for completing it. The instructions address many of the most frequently asked questions and highlight some common errors students make when completing the application. We encourage you to read the instructions carefully and to follow the application "Checklist" to ensure that your application to the Honors Program is accepted. Please keep this booklet for reference because it addresses questions you may have later.

The National Labor Relations Board is an Equal Opportunity/Reasonable Accommodation employer. If you are a person with a disability and need to request a reasonable accommodation, please contact the Personnel Office at (202) 273-3900 for more information.

## **THE PROGRAM**

The National Labor Relations Board will hire a number of entry-level attorneys through the Honors Program for certain of its headquarters offices. Attorneys hired under the Honors Program will be assigned to challenging positions, offering valuable legal experience and substantial individual responsibility. In addition, Honors Program attorneys receive extensive mentoring and training to ensure their proficiency and expertise in particular practice areas.

The Honors Program is highly competitive, and candidates are selected on the basis of merit. Selection for the Honors Program is based on the consideration of many factors no one of which is determinative: academic achievement; law journal or other relevant writing experience; relevant law courses; moot court competition, legal aid, and legal clinic experience; and summer and/or part-time employment. Of particular interest are academic studies, extracurricular activities, and experience that is directly related to labor and employment issues.

During the first three years of service with the Agency, an attorney will have an opportunity to perform work handled by other Agency offices, and may qualify for an opportunity to participate in a formal detail program that includes not only offices within the Agency, but also the EEOC, U.S. Attorneys offices or other participating government offices.

## **ELIGIBILITY**

You are eligible to apply to the Honors Program **IF**:

- You are currently a third-year law student; **OR**
- You are currently a full-time graduate law student. Your graduate study must immediately follow law school graduation, and must be full-time for the duration of the study; **OR**
- You currently are or will be a Judicial Law Clerk. Your clerkship must be your first significant legal employment following your graduation and, generally, must begin no later than seven months post-J.D. You may serve in a one or two-year clerkship or in two consecutive one-year clerkships. Your clerkship may be no more than two years in duration.

If you have completed your law studies or your judicial clerkship, you may be eligible to apply for a position with the Board as an experienced attorney. For information regarding how to apply for a position as an experienced attorney, please consult the Agency's website ([www.nlr.gov](http://www.nlr.gov)) or directly contact the Agency office to which you would like to apply. The phone numbers and mailing addresses through which you may contact the headquarters offices of the Agency regarding employment as an experienced attorney are located on the website under "Organization (Headquarters)."

### **APPLYING TO THE HONORS PROGRAM**

To apply to the National Labor Relations Board's Honors Program, submit your application package to the offices in which you are interested at the address listed below:

#### **BOARD**

(Including staffs of Chairman Robert J. Battista, Member Wilma B. Liebman, Member Peter C. Schaumber, Member Dennis P. Walsh, Member R. Alexander Acosta, Office of Representation Appeals and Office of the Solicitor.)

Office of the Executive Secretary  
Enid Weber, Associate Executive Secretary  
National Labor Relations Board  
Suite 11606  
1099 14<sup>th</sup> St., N.W.  
Washington, D.C. 20570-0001  
(202) 273-1937

With respect to Board Member staff applications, you may specify the Board Member's staff on which you would like to work.

## DIVISION OF ENFORCEMENT LITIGATION OFFICES

Appellate Court Branch  
Linda J. Dreeben,  
Assistant General Counsel  
National Labor Relations Board  
Suite 8100  
1099 14<sup>th</sup> St., N.W.  
Washington, D.C. 20570-0001  
(202) 273-2977

Contempt Litigation & Compliance Branch  
Daniel Collopy,  
Deputy Assistant General Counsel  
National Labor Relations Board  
Suite 10700  
1099 14<sup>th</sup> St., N.W.  
Washington, D.C. 20570-0001  
(202) 273-3745

Special Litigation Branch  
Margery E. Lieber,  
Assistant General Counsel  
National Labor Relations Board  
Suite 8600  
1099 14<sup>th</sup> St., N.W.  
Washington, D.C. 20570-0001  
(202) 273-2940

Office of Appeals  
Steve Freedman, Supervisory Attorney  
National Labor Relations Board  
Suite 8822  
1099 14<sup>th</sup> St., N.W.  
Washington, D.C. 20570-0001  
(202) 273-3775

Supreme Court Branch  
John Arbab  
Assistant General Counsel  
National Labor Relations Board  
Suite 10802  
1099 14<sup>th</sup> St. N.W.  
Washington, D.C. 20570-0001  
(202) 273-2954

## DIVISION OF ADVICE OFFICES

(Includes Regional Advice Branch, Injunction Litigation Branch and Legal Research & Policy Planning Branch.)

Division of Advice  
Barry J. Kearney, Associate General Counsel  
National Labor Relations Board  
Suite 10406  
1099 14<sup>th</sup> St., N.W.  
Washington, D.C. 20570-0001  
(202) 273-3800

## **APPLICATION PACKAGE**

Each application package must contain the following information, collated and stapled in order:

- your completed application form (see Checklist)
- your current resume
- your law school transcript (official or unofficial), or a list of all of your law school courses with number of credits and grades received (attach a copy of your law school's grading system explanation if it is available).
- two writing samples

## **INTERVIEWS**

The Agency will primarily interview candidates for the Honors Program at its Washington, D.C. headquarters. However, the Agency will consider conducting interviews at other locations. Candidates selected for interviews will be contacted and arrangements for an interview will be made at that time.

## **OFFERS**

- Candidates selected to receive an offer of employment will be notified by telephone, followed by a written offer of employment.
- If you need to respond to a competing offer and would like to assess the likelihood of receiving an offer from the Agency, please contact the Agency office to which you applied.

## **STARTING SALARIES**

J.D. received winter/spring 2002	GS-11, step 1 – \$47,910 per annum
JLC (1-year clerkship) LL.M.	GS-12, step 1 – \$57,421 per annum
JLC (2-year clerkship)	GS-13, step 1 - \$68,283 per annum (at the discretion of the hiring organization)

Salaries quoted are for the Washington, DC/Baltimore/Northern Virginia Metropolitan area and are current as of January 2003. For updated pay rate information go to [www.opm.gov](http://www.opm.gov).

## **LENGTH OF APPOINTMENT**

Honors Program candidates are hired for permanent attorney positions, subject to a two-year probationary period. All J.D. graduates are required to pass a bar examination within 14 months of entry on duty and be duly licensed to practice as an attorney in any state, territory, or the District of Columbia.

## **CONDITIONS OF EMPLOYMENT**

Prior to finalizing your appointment as an Honors Program attorney, the Agency requires satisfactory completion of a background investigation.

### **NEED ADDITIONAL INFORMATION? PLEASE CHECK:**

- The Honors Program handbook. The handbook describes the legal responsibilities of the Agency offices participating in the Honors Program, as well and provides additional information about the Honors Program.
- The Internet. The Agency home page (<http://www.nlr.gov>) contains detailed information about the Agency and each of its offices. If you are interested in employment with the Agency, we urge you to consult our home page for the most current information.

## **STATEMENT ON PUBLIC REPORTING BURDEN**

A person is not required to respond to a collection of information unless it contains a currently valid Office of Management and Budget (OMB) control number. Public reporting burden for this collection of information is estimated to average a total of one hour per response. Although we estimate that it will take only 15-20 minutes to complete the application form itself, it may take an additional 40-45 minutes to review the instructions, gather information to complete the form, and review the form after it has been completed. If you have comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing the burden, send them to: National Labor Relations Board, Personnel Branch, Room 6708, 1099 14<sup>th</sup> St., N.W., Washington, D.C. 20570-0001; and to the Office of Management and Budget Paperwork Reduction Project, OMB No. 1105-0030, Washington, D.C. 20503.



## CHECKLIST FOR COMPLETING YOUR HONORS PROGRAM APPLICATION

### PAGE I

**GENERAL INFORMATION:** Include your name (last, first, middle initial), complete address, evening and daytime telephone numbers, and e-mail address (optional). Indicate the law school you currently attend (if you are visiting a law school for a semester, indicate the school you are visiting, in addition to the law school from which you plan to graduate).

**JUDICIAL CLERKSHIP: JUDICIAL LAW CLERKS MUST COMPLETE THIS INFORMATION.** If you are a judicial law clerk or will enter a clerkship prior to the deadline date, indicate the name of the judge and the telephone number in chambers. Indicate the court in which you serve, its location and full name, and the dates of your clerkship (beginning to end). If you are serving a second one-year clerkship, please indicate the first clerkship on your resume.

**CURRENT YEAR IN SCHOOL:** Check 3L if you will graduate this school year. If you are serving in a judicial clerkship, please indicate the date you received your J.D. and provide information about your clerkship. If you are in a full-time LL.M. program, please indicate the date you received your J.D. and the date you expect to complete your LL.M.

**CITIZENSHIP:** Please check the appropriate blank, and provide the requested information.

### PAGE II

**RESIDENCY:** Indicate whether you have lived outside of the U.S. for a total of three out of the last five years. If your response is yes, indicate whether you were a federal or military employee or a dependent of a federal or military employee during that period.

**LAW SCHOOL RANK:** Check only one appropriate percentage rank (for example, if you are in the top 15% of your class, indicate the top 20% on your application).

**CHOICE OF EMPLOYMENT:** Please check the offices to which you want to apply. You must limit your choices to three offices. You may specifically designate the Board Member's staff on which you would like to work.

**EXTRACURRICULAR ACTIVITIES:** Check where appropriate to indicate your participation.

**LAW SCHOOL COURSES:** List all law school courses in which you are enrolled for the current semester. This question is not applicable for judicial law clerks.

**PAGE III**

**EMPLOYERS:** List a name, organization, and telephone number for a contact person, preferably a supervisor or mentor who is familiar with you and your work experience.

**MILITARY SERVICE:** Indicate your status as a veteran.

**SURVEY:** Tell us how you learned about the National Labor Relations Board.

**PERSONAL INFORMATION:** Provision of this information is voluntary, but greatly appreciated.

**AFFIDAVIT:** Please read this statement carefully, then sign and date the application in ink.

**SEND A SEPARATE APPLICATION PACKAGE (APPLICATION, LAW SCHOOL TRANSCRIPT, RESUME AND TWO WRITING SAMPLES) FOR EACH AGENCY OFFICE TO WHICH YOU WANT TO APPLY.**



<p><b>GRADUATION INFORMATION</b> (Must check appropriate line.)</p> <p><input type="checkbox"/> 3L J.D. expected: _____ (mo./yr.)</p> <p><input type="checkbox"/> Received J.D. in: _____ (mo./yr.)</p> <p><input type="checkbox"/> LL.M. Program: LL.M. Program began: _____ (mo./yr.)</p> <p>LL.M. expected: _____ (mo./yr.)</p> <p>Social Security Number: _____</p> <p>Place of Birth: _____</p> <p>Date of Birth: _____</p>	<p><b>CHECK ONE: (NOTE: THIS <u>MUST</u> BE ANSWERED.)</b></p> <p><input type="checkbox"/> United States Citizen</p> <p><input type="checkbox"/> Other – If “other” checked, you must specify your <u>present</u> country of citizenship: _____ (Note that <u>pending</u> U.S. citizenship is <u>not</u> relevant. You must indicate your <u>current</u> country of citizenship.)</p> <p><input type="checkbox"/> Dual Citizenship (Check only if you <u>are</u> <u>currently</u> a citizen of 2 countries; you must indicate the 2 countries):</p> <p>(1): _____</p> <p>(2): _____</p>
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RESIDENCY: Have you lived outside of the United States for 3 of the last 5 years?  
 \_\_\_ Yes \_\_\_ No If yes, please indicate below if during the time you resided outside of the United States, you were:

\_\_\_ A federal or military employee \_\_\_ A dependent of a federal or military employee

LAW SCHOOL CLASS RANK: You must check one appropriate category among those listed (e.g., Top 15% rank would be in Top 20% category). If your school does not approve of this practice, check "not applicable."

\_\_\_ Top 10% \_\_\_ Top 20% \_\_\_ Top 33% \_\_\_ Top 50% \_\_\_ Lower 50%  
 \_\_\_ Not Applicable

CHOICE OF EMPLOYMENT -- Check the offices to which you want to apply and rank them in order of preference. You may designate no more than three offices.

**Division of Enforcement Litigation**

\_\_\_ Appellate Court Branch  
 \_\_\_ Contempt Litigation & Compliance Branch  
 \_\_\_ Office of Appeals  
 \_\_\_ Special Litigation Branch  
 \_\_\_ Supreme Court Branch

\_\_\_ **Board Member Staff**

(you may specify particular  
 Board Member staffs)

**Division of Advice**

\_\_\_ Regional Advice Branch  
 \_\_\_ Injunction Litigation Branch  
 \_\_\_ Research & Policy Planning Branch

\_\_\_ **Representation Appeals**

\_\_\_ **Office of the Solicitor**

**CHECK APPROPRIATE LINES:**

LAW REVIEW/JOURNAL PARTICIPATION:

Selected based on grades \_\_\_  
 Selected based on writing competition \_\_\_  
 Article/Comment Published \_\_\_  
 Editorial Position \_\_\_  
 Citation to articles written \_\_\_\_\_

VOLUNTEER-LEGAL AID OR CLINICAL PROGRAM:

\_\_\_\_\_  
 GRADUATE DEGREE(S) (NON-LEGAL):

\_\_\_\_\_  
 (Please indicate field of study and degree awarded.)

MOOT COURT:

Voluntary \_\_\_  
 National/Regional Team \_\_\_  
 Moot Court Board \_\_\_

BOOK AWARD:

\_\_\_\_\_  
 CLIENT COUNSELING COMPETITION:

\_\_\_\_\_  
 Please list any law school, graduate school and undergraduate school honors and activities not included above.

(you may submit an additional sheet if necessary)

LAW SCHOOL COURSES BEING TAKEN THIS QUARTER/SEMESTER):

List relevant employment. You may include professors with whom you have worked in a clinical or other volunteer program.

POSITION                      ORGANIZATION                      CONTACT PERSON                      TELEPHONE NO.

(you may submit an additional sheet if necessary)

Are you related (by blood or marriage) to anyone now employed by the National Labor Relations Board? If yes, state name and relationship.

Are your parents, siblings, children, in-laws, fiancé, spouse, or any member of your household employed in the labor relations field, employed by an institution that regularly appears before the NLRB, or employed in a law firm that practices labor law? If yes, identify the individual, the relationship and the employer.

Are you a veteran of any branch of the armed services? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please indicate: \_\_\_\_\_ (branch of service): \_\_\_\_\_ (years of service).  
You are a veteran if you have served more than 180 consecutive days of active duty after January 31, 1955 (not counting service under an initial period of active duty for training under the "6-month" Reserve or National Guard program).

**SURVEY:**

Please briefly describe how you became interested in or informed about employment with the National Labor Relations Board. Provision of this information is voluntary.

<p>Please note that provision of information in both of these boxes is voluntary.</p> <p>____ Female ____ Male</p> <p>____ Disability Please specify: _____</p>	<p>Please choose only one of the following categories:</p> <p>____ White                      ____ Other ____ Black/African-American ____ Hispanic-American/Latino (<i>please specify</i>) ____ Asian/Pacific-American ____ Native-American ____ (<i>American Indian, Alaskan Native</i>) ____ Multi-racial</p>
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**ATTENTION-THIS STATEMENT MUST BE SIGNED**

Read the following carefully before signing this statement. A false answer to any question or portion thereof in this application may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment. All the information you give will be considered in reviewing your application and is subject to investigation (18 U.S.C. Sec. 1001).

CERTIFICATION-I CERTIFY that all of the statements made on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature (sign in ink) \_\_\_\_\_ Date \_\_\_\_\_

**The National Labor Relations Board is an Equal Opportunity/Reasonable Accommodation Employer.**